

# Resignation Letter for Pursuing Higher Education

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your Phone Number]  
[Date]

[Employer's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Subject: Resignation Letter for Pursuing Higher Education

Dear [Employer's Name],

I am writing to inform you of my decision to resign from my position as [Your Job Title] at [Company Name], effective [Last Working Day, typically two weeks from the date of the letter]. This decision has been made after careful consideration, as I have recently been accepted into a [Degree Program/Name of Institution] to further my education.

I want to express my sincere gratitude for the opportunities for growth and development that I have been given during my time at [Company Name]. I have enjoyed working with you and my colleagues, and I am proud of the contributions I have made to the team.

I assure you that I will do everything within my power to ensure a smooth transition during my notice period. I am available to assist in training my replacement and completing any outstanding tasks to the best of my ability.

Please let me know if there are any specific tasks or responsibilities that you would like me to prioritize during my remaining time with the company. Additionally, I am open to discussing my resignation further or providing any additional assistance as needed.

Thank you for your understanding and support during this exciting time in my academic journey. I am grateful for the opportunities I have had at [Company Name], and I wish the company continued success in the future.

Sincerely,  
[Your Name]